



RESIDENTIAL ADDITIONS/ALTERATIONS SUBMITTAL REQUIREMENTS

BUILDING SERVICES



Note: This is a comprehensive submittal list for Residential Additions and/or alterations, which includes remodels (e.g. Kitchen and Bathroom remodels). Note, all items may not pertain to your specific project.

**Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & electronic submittals.*

1. Document Submittal List

- A. Drawings: 3 Sets* (24"x36" maximum, 11" x 17" minimum)
 - ☐ Plot plan-Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
 - ☐ Architectural plan: floor plan(s), roof plan, exterior elevations
 - ☐ Structural: foundation plan, floor framing plan(s), roof framing, truss information, cross sections, and structural details referenced on plan(s)
 - ☐ Mechanical plan
 - ☐ Electrical plan
 - ☐ Plumbing plan
 - ☐ 2 Sets must be stamped by [Contra Costa Central Sanitary District](#) prior to submittal
- B. Supporting Documents/Calculations: 2 Sets* (8 1/2" x 11")
 - ☐ Structural calculations (wet signed and stamped)
 - ☐ Provide [Fire Department Approval Letter](#) prior to permit issuance. Provide Fire district's final approval letter of the job site prior to the Town's final inspection.
 - ☐ 80% Rule on Residential Construction Evaluation (for Fire Sprinklers), see Section F
 - ☐ Electrical Load calculations for electrical service capacity, see Section D
 - ☐ Energy calculations and forms (Title 24)
 - ☐ a. Both original 8 1/2 x 11 and CF-1R and MF-1R on the plans
- C. Geotechnical Report: 2 Sets* (8 1/2" x 11")
 - ☐ Geotechnical Report (wet signed and stamped)
 - ☐ Letter by geotechnical engineer confirming that the construction documents have been reviewed and determined that the recommendations in the geotechnical report are properly incorporated into the plans. (wet signed and stamped)

2. Addition Information to be Included on Documents

- A. Plot Plan
 - ☐ Lot dimensions: metes and bounds information
 - ☐ Footprint of all existing and proposed buildings with all projections and dimensions to property lines and between buildings
 - ☐ North arrow
 - ☐ Visible utility to curb
 - ☐ Easement(s)
 - ☐ Show and specify the location, species, variety and size of trunk (measured 4.5 feet above the ground) for all trees
 - ☐ a. Show extent of tree canopy and dripline
- B. Grading and Drainage
 - ☐ Top and toe of slopes on slight slopes and topography with contours on lots with more than 5' elevation difference
 - ☐ Pad elevations: Ground slope drainage scheme and topography (hill sites)
- C. Architectural and Structural Plans
 - ☐ Foundation, structural floor and roof framing plans
 - ☐ a. Provide Existing and Proposed (new) floor plans
 - ☐ Architectural floor plan and roof plan
 - ☐ a. Provide Existing and Proposed (new) floor plans
 - ☐ Exterior Elevations: specify all exterior finish materials
 - ☐ Structural material specifications
 - ☐ Structural and architectural details
 - ☐ Truss configuration and locations
 - ☐ Typical cross section in each direction

D. Mechanical, Plumbing and Electrical Plans

- ☐ Location of HVAC equipment and plumbing fixtures
- ☐ Outlets, fixtures, switches, smoke alarms, carbon monoxide alarm(s), service panel amperage, sub-panel location(s)
- ☐ [Electrical load calculation](#) is required if an inordinate amount of equipment or appliances is proposed
- ☐ Gas Line Run
 - ☐ a. Show existing gas meter location and all appliances/equipment
 - ☐ b. Run of Gas Line with length of each segment of run shown on plan
 - ☐ c. Provide BTU of Equipment
 - ☐ d. Gas Line size (diameter and material of pipe)

E. Energy Requirements

- ☐ Form CF-1R with all signatures
- ☐ Heat loss calculation to size new equipment or confirm adequacy of existing equipment
- ☐ Print CF-1R and MF-1R on drawing set
- ☐ CalGreen Checklist, Residential Mandatory Measures

F. Information

- ☐ Wet signature on all documents by design professional and document maker
- ☐ Name, title, California registration, address, and phone number of design professional
- ☐ Address of property and name, address and phone number of property owner
- ☐ Cover Sheet Information
 - ☐ a. Applicable codes
 - ☐ b. Description of type of work (i.e. Scope of Work)
 - ☐ c. Occupancy and type of construction
 - ☐ d. Gross area, by floor(s) and building height
 - ☐ e. Indicate if the building has an existing Fire Sprinkler System
 - ☐ f. Indicate if Fire Sprinklers will be added per [Town's Policy to Evaluate 80% Rule](#). Note, if existing residence has fire sprinklers, additions/alterations require fire sprinklers.
 - ☐ g. Index of drawings
 - ☐ h. List Deferred Submittals (e.g. Truss Calculations, Gas Line Sizing, Fire Sprinklers etc.)
- ☐ All drawings must be to scale

G. Details

- ☐ Window: head, jamb and sill
- ☐ Exterior doors: head, jamb and sill
- ☐ Flashing: vertical and horizontal junctures of materials
- ☐ Fireplace: masonry or manufacturers cut sheets with listing information for make and model of prefabricated fireplaces
- ☐ Footing, piers, and grade beams
- ☐ Post and girder intersections
- ☐ Roof: eaves, overhangs, rakes, and gables
- ☐ Cabinet elevations
- ☐ Floor changes (i.e. wood to concrete)
- ☐ Handrail(s) and guards with support
- ☐ Structural wall sections with details at foundation, floor and roof levels

H. Prefabricated Trusses

- ☐ Roof framing plan with truss I.D. number and manufactures name
- ☐ Detail of all truss splices, connection and plate sizes
- ☐ Show all trusses including gable bracing and bridge/bracing
- ☐ Reviewed and signed by engineer of record
- ☐ Wet stamped and signed by truss company engineer
- ☐ Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan

I. Additional Remarks for Submittal:

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